

# Kentucky Commission on Women

Capital Plaza Tower 2<sup>nd</sup> Floor  
500 Mero Street  
Frankfort, Kentucky 40601  
(502) 564-6643

## **Intern Guidelines**

Student interns are an important part of the Kentucky Commission on Women (KCW) team. In order to make the internship experience successful for all involved, interns are expected to adhere to the following guidelines. Please speak with your staff supervisor if you have any questions about any of the following.

1. Although internships with the KCW are unpaid, interns are expected to treat their internship responsibilities as they would a job. This means that interns should:
  - Conduct themselves in a professional manner at all times.
  - Dress appropriately for the task assigned. Different dress will be appropriate depended on whether, for example, you are assisting in the preparing of a mailing, or you are attending a meeting at the Capitol.
  - Arrive promptly.
  - Please let us know as soon as possible if you have conflicts during the semester and will be absent during any of your scheduled hours. We understand that emergencies arise; if you are unable to come in during your scheduled hours, please call the office as soon as you can to let us know (24 hours in advance if at all possible).
2. Interns and staff supervisors will together create a weekly schedule at the beginning of the internship. Consistency is importance to the success of your internship. However, if a change to this schedule becomes necessary, whether for the staff or intern, a week's notice should be give.
3. Intern shifts should be no less than three hours. Work carried out by interns will take place in the KCW office. There may occasionally be exceptions to this that will be worked out on an individual basis.
4. Interns should record the number of hours worked at the end of each day.
5. Please keep personal phone calls to a minimum. Local calls only please.
6. Interns are welcome to bring food/beverages to the KCW office. Please ask before you take something you have not brought in.
7. Staff and interns are expected to clean up after themselves, whether in the kitchen or bathroom, or in their workspace at the end of the day.
8. Feel free to ask the staff and questions that will improve your experience with us and have fun!

What types of experience do you hope to gain through your internship?

Describe your previous work/volunteer experiences.

Do you have previous experience working with women's issues (through school, work, volunteer activities, personal interest, etc.?)

What computer programs do you have experience with?

Please submit a resume and/or letters of recommendation with this application (if you have available) and return it to:

Ashley D. Bratcher  
Capital Plaza Tower 2<sup>nd</sup> Floor  
500 Mero Street  
Frankfort, Kentucky 40601

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## Internship Application

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

College or University: \_\_\_\_\_

Program of study (or major): \_\_\_\_\_

Degree you are seeking: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent address, if different: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date you plan to begin your internship: \_\_\_\_\_

Ending Date: \_\_\_\_\_

Days/Hours you are able to work: \_\_\_\_\_

Total hours required by your program: \_\_\_\_\_

Please describe the requirements of your internship (Are you required to write a paper about your experience? Is there an end-of-term evaluation? Etc.)

How did you learn about the Kentucky Commission on Women?

Why are you interested in interning with the Kentucky Commission on Women?

# **Kentucky Commission on Women-Legislative Internship**

## **Project Overview:**

The Commission on Women monitors legislation that is pertinent to the goals and mission of the agency as well as advises the Governor and Legislators on the potential impact of such legislation for women.

## **Goals:**

The goal of the internship will be to assist KCW staff in researching and monitoring legislation that could impact the lives of Kentucky women.

## **Duties involved with this project:**

- Assist in the monitoring of legislation.
- Research legislation to conclude the impact it will have on women.
- Attend appropriate Legislative Committee Meetings.
- Assist in the Legislative Update publications and legislative alerts for list-serve.
- Work closely with appointed Commission on Women staff person.

## **Intern will be expected to:**

- Spent all or most of their required hours in our Frankfort office.
- Participate in regular progress meeting with Commission on Women appointed staff person.
- Give progress reports and updates periodically.

## **Kentucky Commission on Women- Boards and Commissions Internship**

### **Project Overview:**

The boards and commissions project is an ongoing function where the commission track board and commission appointments made by the governor, actively recruits women for board positions, queries our existing data bank and maintains and updated book of appointments.

### **Goals:**

The goal of this internship will be to assist KCW staff in researching and preparing needed information for the next publication of the Board's and Commission's directory and creating a database of women who have applied for boards and commissions.

### **Duties Involved with this project:**

- Conduct research on additional boards and commissions established since the 2000 General Assembly Session.
- Update existing information on boards and commissions that are in 2000 directory.
- Review files with existing applications for submission into database.
- Work closely with the Governor's Boards and Commissions office as well as appointed Commission on Women staff person.

### **Intern will be expected to:**

- Spent all or most of their required hours in our Frankfort office.
- Participate in regular progress meetings with Commission on Women appointed staff person.
- Give progress reports periodically.